

6 MAR 1964

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Your letter to the President was referred to the Director's office for consideration. Your request has been carefully reviewed by appropriate Agency officials and I regret that I must convey to you their conclusion that your retirement date should remain July 1964.

As you know, Agency employees are expected to retire when they become eligible to do so without a reduction in their earned annuity based on age. A few employees are asked to remain beyond that date because they possess special qualifications which are urgently needed. Also, the scheduled retirement date for some employees has been extended by the Agency Retirement Board to avoid undue personal hardship. The Board considered your request for such an extension on hardship grounds and, as you know, your retirement date has already been deferred 18 months as a result. The Board considers that a further exception would not be appropriate.

The importance of your personal contribution to the Agency and the dedication and devotion you have shown throughout your service is appreciated. The determination that you should retire in no way detracts from your fine record. You are justly proud of the work you have done and the very real benefit it has represented to the Agency.

If you feel that there are any circumstances pertinent to your planned retirement which have not been presented to the Board, you should advise them of these circumstances. There is a difficult task of weighing the impact of the reduced income and other aspects of retirement on the individual to determine whether the hardships involved are so significant as to warrant an exception to the normal practice of the Agency. Their conclusion in your case was based on the information which you gave to them regarding your obligations and family circumstances. Consequently, if you believe that your presentation to them was incomplete or if there are new conditions which have developed since you requested their consideration, you should make these facts known to them.

I can assure you that your request has been considered sincerely and sympathetically by the Agency officials concerned. I hope that you will take advantage of the services available to you in the Office of Personnel to assist you in preparing for retirement.

Distribution:

- 0 - Addressee
- 1 - Chairman, Retirement Board
- 1 - Exec, Retirement Board *in file*
- ☒ - D/Pers subj file
- 1 - D/Pers chrono
- OD/Pers

Sincerely,

/s/ Emmett D. Echols
Emmett D. Echols
Director of Personnel

(6 March 1964)

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| TRANSMITTAL SLIP | | DATE |
| T | | |
| ROOM NO. | BUILDING | |
| SE 47 | Hq. | |
| REMARKS: | | |
| Unless you have a strong objection, (in which case please see me), please return this to [signature] | | |
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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957—O-439445 (47)

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